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## Computer Operator (AutoCAD Operator) - Job Description

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### **Title:**

Computer Operator (AutoCAD Operator) Implementation Unit (Technical Support Staff)

### **Number of Position(s):**

02 - Contract

### **Reports To:**

GM Planning via Project Director

### **Summary:**

The role of Computer Operator is to provide computer aided clerical and technical and IT equipment operating and maintenance support and services. This is a temporary position for three (3) years within Project Implementation Unit and may be extended until project complete or three years whichever is earlier.

### **Job Duties /Responsibilities:**

Major responsibilities of the Computer Operator include but are not limited to the following:

- Transcribing, compiling, verifying source data into the required electronic format with accuracy
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners
- Performs high-volume data entry using word processing, spread sheet, database, or other computer software
- Generate reports, store completed work in designated locations and perform backup operations
- Develop and maintain PIU/ TransKarachi databases from source documents within time limits
- Maintains a filing system and protects confidential information
- Ensure compliance to all IT and information security protocols defined by the company
- Proper use of office equipment and address any malfunctions through periodic software installation, up graduation and hardware maintenance



- Uses office equipment including but not limited to photocopy machine, facsimile machine, etc. proficiently.
- Draft, manage and maintain PIU/ TransKarachi correspondence, management schedule and calendar and setup and coordinate appointments, meetings, and conferences
- Prepare daily activity and important documents to be signed and maintain contact directory, etc.
- Interpreting project briefs and meeting with clients, engineers, and architects to ensure all blueprints and technical drawings are completed to specifications.
- Producing rough sketches and using CAD software to prepare detailed drawings, plans, and blueprints.
- Visiting sites to gather information, and determine limitations and feasibility of designs and communicating potential design issues to engineers and architects
- Ensuring drawings are compliant with building regulations and engineering principles.
- Prepare material specifications and supporting documentation that includes product details and dimensions
- Remaining professional when feedback is delivered, and implementing any changes to drafts as soon as possible.
- Perform other related duties as required.

#### **Requirements:**

##### **Education and Experience**

- Must be intermediate (12<sup>th</sup> Grade). Diploma in Civil Technology or BTECH from a HEC recognised Institute will be given preference. Certification in AutoCAD is must.
- Specialized Training -communication skills, office management, executive secretaries course, MS office, short hand, note taking, event management, English language or related fields.
- At least 5 years drafting, drawings, secretarial and general administration experience including a minimum of 2 years of experience in a similar role is highly desirable.

##### **Skill Set and Core Competencies**

- Proficient in using AutoCAD and MS Office (MS Word, Excel, PowerPoint and Outlook)
- Highly organized with ability to manage and prioritize tasks and work autonomously;
- Ability to exercise sound judgment, tact and discretion;
- A good deal of common sense, etiquette and an ability to think well;
- Shorthand and excellent typing skills with speed and accuracy;
- Good organizational skills;



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- Good communication skills, both verbal and written;
  - Demonstrated ability to arrange meeting schedules, compile minutes and follow up on meeting decisions as are required from time to time;
  - Fluency in Urdu and good command in written English.

### **Work Conditions**

- Position is based in Karachi. Direct Recruitment. Selection will be based on merit and competency.